



Staff Report

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**File #:** 24-0477

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 06/05/2024

**TO:** Honorable Mayor and City Council Members

**FROM:** Information Technology

**SUBJECT:**

APPROVAL OF CONTRACT WITH ADVANCED IMAGING SOLUTIONS, INC. (AIS) FOR MANAGED PRINT SERVICES

**EXECUTIVE SUMMARY:**

This staff report asks City Council to approve the contract with Advanced Imaging Solutions, Inc. (AIS) for Managed Print Services (MPS) to replace the current contract with Konica Minolta, effective July 1, 2024. The new contract will streamline the city's printing infrastructure, improve efficiency, and reduce costs.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Approve the Managed Print Services contract with AIS in the amount of \$167,760 annually for a term of three years, totaling \$503,280, with options to renew for two additional one-year terms.
- b. Authorize the City Manager, or his designee, to execute the contract with AIS, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized by Corona Municipal Code Section 3.08.070 (I), which is equivalent to 10% or \$16,776 per year.

**BACKGROUND & HISTORY:**

The City of Corona has been utilizing Managed Print Services (MPS) provided by Konica Minolta under a contract set to expire on June 30, 2024. The contract is based on fixed cost for the machines plus a per copy cost.

A Request for Proposals (RFP 24-038SB) was issued to select a new MPS provider. The RFP process resulted in 13 bids, with AIS being selected as the most advantageous provider based on their

comprehensive proposal and competitive pricing.

**ANALYSIS:**

**RFP Process and Evaluation:**

Thirteen (13) bids were received from qualified vendors. Each proposal was structured slightly differently, with providers utilizing a range of fixed and variable cost models.

Proposals were evaluated based on service quality, technological capabilities, vendor experience, and anticipated cost. The overall score for each vendor is presented in the table below.

Advanced Imaging Solutions (AIS)	88
Toshiba America Business Solutions, Inc	87
Sharp Electronics Corporation	86
Kyocera Document Solutions America, Inc	85
Canon Solutions America Inc	84
UBEO Business Services	82
Konica Minolta Business Solutions	81
MRC Smart Technology Solutions	81
Visual Edge IT	79
Pacific Office Automation, Inc	77
SEMA, Inc	71
HP Inc	68
Ricoh Corporation	58

AIS was selected due to its superior service offering, including advanced print management solutions, significant cost savings, and a robust support plan.

**AIS Proposal Highlights:**

AIS will provide 117 Kyocera multifunctional printers (MFPs) and 30 single-function printers across various city departments. These will include state-of-the-art devices such as Kyocera TASKalfa and Kyocera ECOSYS models, equipped with PaperCut MF Software and Access Card Readers for secure printing.

A key feature of the contract is that it is fixed price contract that includes unlimited black-and-white and color copies/prints, all parts, software, firmware, and toner with free shipping. AIS will provide support on site within 2 to 4 hours.

The monthly cost of \$13,980 also includes a provision to increase or decrease the number of printers for \$10 per month for each additional printer.

**FINANCIAL IMPACT:**

Funding for the recommended actions has been included in the Proposed Fiscal Year 2025 Information Technology Department's Operating Budget within Information Technology Fund 681. The new contract with AIS will cost \$167,760 annually, compared to the \$186,372 annual cost under the current Konica Minolta contract. This represents a savings of \$18,612 per year.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action approves the MPS contract with AIS will not have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** TYLER REICH, HELP DESK MANAGER

**REVIEWED BY:** CHRIS MCMASTERS, CHIEF INFORMATION OFFICER

**Attachments:**

1. Exhibit 1 - AIS MPS Proposal
2. Exhibit 2 - City of Corona Maintenance/General Services Agreement with AIS